



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

BYLAWS OF THE GRADUATE PROGRAM IN HISTORY (PPGH) IN COLLABORATIVE ASSOCIATION WITH THE MUSEUM OF ASTRONOMY AND RELATED SCIENCES (MAST)

Bylaws approved in the meeting of the PPGH Collegiate Body on May 21, 2021

TITLE I PRELIMINARY PROVISIONS

Article 1. The Graduate Program in History (PPGH) of the Center for Human and Social Sciences (CCH) of Universidade Federal do Estado do Rio de Janeiro [Federal University of the State of Rio de Janeiro] (UNIRIO), established in collaborative association with the Museu de Astronomia e Ciências Afins [Museum of Astronomy and Related Sciences] (MAST), has the following objectives:

- I. Promote faculty training and research development in the field of History in universities and research institutions and institutions of higher learning;
- II. Meet the demand for training researchers and historians, aimed at their work in public or private institutions that require services related to History, with an emphasis on the link between graduate studies and basic education;
- III. Encourage the involvement of researchers and historians in society's issues, contributing to reflection on social conditions and the transformation thereof;
- IV. Provide spaces and opportunities for interdisciplinary discussion, favoring (and contributing to) the development of collaborative solutions to relevant social problems in Brazil;
- V. Create and encourage integrating activities between graduate and undergraduate studies that lead to improvement of the teaching of History at all levels;
- VI. Create research networks with institutions and researchers from other countries to contribute to the internationalization of the production of historical knowledge.

Article 2. The Graduate Program in History (PPGH) is organized as a set of courses and activities aimed at developing and deepening the training acquired by students from the perspective of the proposed objectives. The curriculum consists of courses and other academic activities pertaining to the Major Area, conducted in person and distributed across the academic calendar according to the schedules provided by these Bylaws.

Sole paragraph. The Program's activities are conducted on the UNIRIO campus, and in complementary fashion, in the MAST teaching and research installations.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

TITLE II ON THE PROGRAM'S LEGAL FOUNDATIONS

Article 3. The PPGH is governed by the terms of the prevailing legislation, namely: the UNIRIO bylaws; the bylaws of the UNIRIO Academic Graduate Studies Department; the Agreement for Mutual Cooperation celebrated by UNIRIO and MAST on September 14, 2009; and the current Bylaws.

TITLE III ON THE ADMINISTRATIVE ORGANIZATION

CHAPTER I ON THE COLLEGIATE BODY

Article 4. The PPGH Collegiate Body is a decision-making and teaching and scientific coordinating body consisting of:

- I. the Program's general coordinator (Head of the PhD program), acting as chairperson, and the Master's coordinator acting as vice-chairperson, or their alternates;
- II. the permanent faculty members of the PPGH Master's and PhD programs;
- III. student body representatives, consisting of 2 (two) representatives, one from the Master's program and one from the PhD program, elected by the regularly enrolled students to a term of 1 (one) year.

Sole paragraph. The PPGH and Master's and PhD coordinators will be chosen from among any professors who belong to the permanent faculty and are accredited in the Program.

Article 5. The PPGH Collegiate Body is responsible for dealing with strategic issues and those involving faculty and student matters. For dealing with issues of a strategic nature, the Collegiate Body will convene in ordinary or extraordinary meetings. For dealing with issues pertaining to the management of faculty and student matters, committees will be created with advisory and decision-making responsibilities. Referrals on advisory matters must be ratified by the Collegiate Body in ordinary or extraordinary meetings. Decision-making issues dispense with ratification by the Collegiate Body.

Paragraph 1. Issues of a strategic nature include to:

- I. Propose amendments to the PPGH Bylaws;
- II. Propose amendments to the Master's and PhD curricula;
- III. Propose agreements in the interest of the PPGH activities, and which will follow UNIRIO procedures and those of other participating institutions;
- IV. Deliberate on the plans for investment of resources placed at the disposal of PPGH by UNIRIO, MAST, or external funding agencies, as proposed by the Planning Committee;



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

- V. Approve the PPGH Annual Plan and the dates/events for preparation of the academic calendar as proposed by the Coordination of PPGH;
- VI. Nominate and elect the coordinators and their alternates for a term of 2 (two) years with the possibility of renewal for a second term;
- VII. Ratify the referrals by the Faculty Follow-Up Committee concerning the proposals and requests for accreditation, disqualification, and temporary leave of professors in the programs' faculty;
- VIII. Nominate, when appropriate, a professor to represent the PPGH Collegiate Body in the various levels of representation;
- IX. Approve the Major Areas, Research Lines, or Thematic Lines in the course;
- X. Rule on the proposal for the Call for Admissions drafted by the Coordinators, the composition of the Admissions Committee, and the number of places to be offered in the Master's and PhD programs;
- XI. Determine the criteria for granting and distributing scholarships;
- XII. Ratify the list of candidates approved in the Admissions process;
- XIII. Ratify the referrals proposed by the advisory committees.

Paragraph 2. To assist the management of faculty and student matters, the Collegiate Body will form a Planning and Self-Evaluation Committee, a Faculty Follow-Up Committee, and a Student and Alumni Follow-Up Committee with their own bylaws and with the following responsibilities:

I. The Planning and Self-Evaluation Committee is the auxiliary management body of PPGH that acts according to the criteria determined by the bylaws of the Planning and Self-Evaluation Committee (ANNEX 1). It will consist of 3 (three) faculty members, with a term of 2 (two) years, with the possibility of 1 (one) renewal, and with the following objectives:

- a) Assist the coordinators in drafting the PPGH Strategic Plan and referring it to the Collegiate Body for ratification;
- b) Approve the establishment of the Thesis and Dissertation Qualifying Examination and Defense Committees;
- c) Issue reports on requests for extension of deadlines for Thesis and Dissertation Qualifying Examinations and Defenses and refer them to the Collegiate Body for ratification;
- d) Assist the coordinators in the process of academic self-evaluation and administrative proceedings;

II. The Faculty Follow-Up Committee is the auxiliary management body of the PPGH, executing management policies on faculty matters approved by the Collegiate Body based on guidance from the Coordination for Improvement of Higher Education Personnel (CAPES) and UNIRIO, and which acts according to criteria established by the bylaws of the Faculty Follow-Up Committee (ANNEX 2). It will consist of 3 (three) faculty members with a term of 2 (two) years, with the possibility of 1 (one) renewal, and with the following responsibilities:

- a) Analyze applications for accreditation of new faculty members according to the criteria established in these Bylaws and refer reports for deliberation by the Collegiate Body;



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

- b) Apply the criteria for reaccreditation of the Program's faculty members, according to the bylaws of the Faculty Follow-Up Committee and refer reports for deliberation by the Collegiate Body;
- c) Issue reports on the faculty members' performance, midway in the evaluation period, based on the criteria in the bylaws of the Faculty Follow-Up Committee, and collaborate with the establishment of strategies to assist professors in meeting the performance criteria by the end of the evaluation period;
- d) At the end of the evaluation period, submit reports to the Collegiate Body on the professors' individual performance, based on the criteria set out in the bylaws of the Faculty Follow-Up Committee, for deliberation on reaccreditation or disqualification;

III. The Student and Alumni Follow-Up Committee is the auxiliary management body of PPGH that executes the student and alumni follow-up policies approved by the Collegiate Body, based on guidance from CAPES and UNIRIO, with a view towards providing a better overall view of the training process that has been offered by the Program. The Committee acts according to the criteria established by the bylaws of the Student and Alumni Follow-Up Committee (ANNEX 3). The Program will have 2 (two) Student and Alumni Follow-Up Subcommittees, one for the Master's program and the other for the PhD program, both consisting of the respective coordinator, 1 (one) faculty member and 1 (one) student from each program, with a term of 2 (two) years, without renewal, with the following responsibilities:

a) For Student Follow-Up:

- 1) Evaluate and issue a written opinion on the student's semester performance;
- 2) Deliberate on the completion of credits and transfers;
- 3) Deliberate on the acceptance and calculation of credits obtained in other graduate programs and on the enrollment of special students in the program;
- 4) Propose the distribution of scholarships to the students, based on the criteria established in the bylaws on Granting, Renewal, and Cancellation of Scholarships (ANNEX 4);
- 5) Evaluate compliance with the criteria for granting and maintenance of scholarships for students in the program, and rule on potential appeals;
- 6) Learn the data on course enrollment, grading, semester reports, scholarships, and other student matters that allow knowing and evaluating their course careers;

b) For Alumni Follow-Up:

- 1) Propose instruments for follow-up, analysis, and publication of the alumni's academic and professional careers;
- 2) Collect and systematize alumni follow-up data;
- 3) Refer the results of the alumni follow-up process to the Planning and Self-Evaluation Committee and to the PPGH Coordination.

Article 6. The PPGH Collegiate Body will convene in ordinary and extraordinary meetings.

Paragraph 1. The ordinary meetings, held monthly, will be called in writing by the coordinator at least 5 (five) business days in advance.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Paragraph 2. The extraordinary meetings will be called by the coordinator or at the request of a simple majority of the Collegiate Body members, always at least 48 (forty-eight) hours in advance.

Paragraph 3. Only the Collegiate Body members will vote in the meetings. In particular cases, the Collegiate Body may invite outside persons to participate in the meetings.

Paragraph 4. In both meetings, participation will include 1 (one) student representative from the Master's program and 1 (one) from the PhD program, with the right to vote.

Article 7. The PPGH Collegiate Body will only function with a simple majority of its members and will deliberate by majority vote of those in attendance. In case of a tie, the Program coordinator will cast the tiebreaking vote.

CHAPTER II ON THE COORDINATION

Article 8. The Coordination is an executive body and includes the PPGH coordinator, who also serves as the PhD program coordinator, and the Master's program coordinator, or their respective alternates. The coordinators will be elected according to section VI, Paragraph 1, Article 5. The Coordination's positions will be filled by UNIRIO faculty members.

Paragraph 1. The Collegiate Body will determine the election schedule at least 90 (ninety) days before the end of the Coordination's term.

Paragraph 2. The electoral college for choice of the Program coordinator (PhD coordinator) and Master's coordinator consists of all the members of the PPGH Collegiate Body and convenes at least 60 (sixty) days before the end of the Coordination's term.

Paragraph 3. The names of the elected Program coordinator (PhD coordinator), Master's coordinator, and respective alternates are referred by the PPGH Collegiate Body for ratification by the UNIRIO Office of the Dean of Graduate Studies, Research, and Innovation (PROPGPI).

Paragraph 4. The President of UNIRIO will nominate the Program coordinator (PhD coordinator), Master's coordinator, and respective alternates.

Article 9. It is the responsibility of the Program coordinator to:

- I. Convene and chair the meetings of the Collegiate Body;
- II. Refer the committees' proposals to the Collegiate Body for deliberation;
- III. Coordinate the Program's teaching activities;
- IV. Draft plans for investment of resources at the Program's disposal, to be ratified by the Collegiate Body, and supervise their investment;
- V. Draft the Program's Annual Academic Plan according to CHAPTER IV, TITLE IV of these Bylaws, for ratification by the Collegiate Body, and ensure its implementation;
- VI. Supervise the Program's administrative activities;



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

- VII. Submit to the Collegiate Body requests for accreditation, disqualification, and temporary leave of absence of faculty members as proposed by the Faculty Follow-Up Committee;
- VIII. Submit students' requests and appeals to the Collegiate Body;
- IX. Delegate responsibility for performance of specific tasks;
- X. Decide, subject to ratification by the Collegiate Body, on urgent matters under this body's responsibility;
- XI. Submit proposals and projects in the Program's interest to the Collegiate Body and refer them to the decision-making levels and to pertinent funding agencies;
- XII. Implement and enforce the decisions by the Collegiate Body and the UNIRIO Administration;
- XIII. Represent the Program before the PROPGPI and the meetings of the UNIRIO teaching and research bodies and boards;
- XIV. Represent the Program at all necessary levels inside and outside the University.

Article 10. It is up to the Master's and PhD coordinators to:

- I. Coordinate, supervise, and orient the programs' academic activities and support their administrative activities;
- II. Take responsibility for the supply of data to the official internal UNIRIO management systems;
- III. Take responsibility for the supply of the programs' curricular components to the official internal UNIRIO management systems, according to the annually published academic calendar;
- IV. Coordinate and record the students' enrollment and registration in the curricular components;
- V. Supervise the updating of the syllabuses, programs, and basic and complementary bibliographic references for the courses.

Article 11. It is the responsibility of the programs' alternate coordinators to assume the Coordination in case of the coordinator's absence or impediment, and in case of vacancy, to complete the coordinator's term.

Sole paragraph. If a vacancy occurs, a new alternate coordinator will be elected for the PhD program who will accompany the full coordinator's term.

CHAPTER III ON THE REGISTRAR'S OFFICE

Article 12. The Registrar's Office is the coordinating and executive body of the administrative services and is headed by a registrar. The PPGH Registrar's Office is situated in the UNIRIO installations.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Article 13. In addition to the registrar, the Registrar's Office consists of the staff and interns, designated for performance of the administrative tasks.

Article 14. It is the responsibility of the Registrar's Office to:

- I. Receive, distribute, and control the processing of official correspondence and other documents, organizing and maintaining them up-to-date;
- II. Maintain up-to-date records of all the faculty members, technical and administrative personnel, and students;
- III. Organize the registration and enrollment processes for applicants and students;
- IV. Maintain up-to-date filing of documents pertaining to the enrolled students' academic careers, from the applicant's registration through the student's withdrawal or program completion;
- V. Maintain up-to-date records on the faculty and student body in the Scholastic Information System (SIE);
- VI. Receive students' requests and refer them to the coordinator;
- VII. Record the students' attendance and grades;
- VIII. Sort and file the documents pertaining to the teaching and administrative activities;
- IX. Maintain up-to-date records of course conclusion and term papers and the students' respective research projects, and all other relevant documents for the Program;
- X. Prepare accounting reports on funding received for the Program's projects;
- XI. Maintain an up-to-date collection of laws, decrees, rulings, memoranda, and other provisions regulating the graduate studies programs;
- XII. Maintain a current inventory of the Program's equipment and material;
- XIII. Prepare the necessary documentation for Thesis and Dissertation Qualifying Examination and Defense sessions;
- XIV. Prepare and deliver the students' school records, signed jointly with the Program coordinator;
- XV. Process the documentation for issuing diplomas;
- XVI. Serve as secretary of the Collegiate Body's meetings;
- XVII. Assist the drafting of the necessary annual reports for the Program's evaluation in the National Graduate Studies System and refer them to the Graduate Studies Directorate (DPG), based on the deadlines established herein;
- XVIII. Serve as secretary for the work in the following committees: Student and Alumni Follow-Up Committee; Planning and Self-Evaluation Committee; and Faculty Follow-Up Committee; and
- XIX. Issue routine alerts to professors and students.

TITLE IV ON THE ACADEMIC ORGANIZATION

CHAPTER I ON THE STUDY BODY

Article 15. The PPGH student body consists of all regularly enrolled students.

Article 16. Students have the right to:



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

- I. Receive the necessary supply of courses to allow fulfillment of the deadlines set out in these Bylaws;
- II. Receive orientation in keeping with their study plans and the nature of their academic needs, so long as they are consistent with the Program's structure;
- III. Participate in the respective teaching, research, and extension activities;
- IV. Elect a representative, from among their peers, to the PPGH Collegiate Body, the Council of the University Center with which the Program is affiliated, and the UNIRIO Graduate Studies Chamber.

Article 17. Students have the duty to:

- I. Know and abide by the bylaws of the Student and Alumni Follow-Up Committee;
- II. Complete at least 75% (seventy five percent) attendance in all the academic activities in each course in which they are enrolled;
- III. Comply with the provisions in the UNIRIO bylaws;
- IV. Enroll in the program and courses each semester;
- V. Complete the course credits according to the deadlines set out in the curriculum, as indicated in Articles 23 and 24 of these Bylaws;
- VI. Maintain contact with the adviser in each school semester in order to comply with the dynamics of the academic work as agreed;
- VII. Deliver their activities report to the adviser each semester according to the procedures established in the bylaws of the Student and Alumni Follow-Up Committee, according to the annual academic calendar, whether on scholarship or not;
- VIII. Take the Qualifying Examination for the Master's Thesis or PhD Dissertation, according to the schedule established in Articles 25 and 26 of these Bylaws;
- IX. Prepare and defend the Thesis or Dissertation according to the schedule established in Articles 25 and 26 of these Bylaws.

CHAPTER II ON THE CURRICULUM

Article 18. The PPGH curriculum consists of the Major Area in Social History, with 3 (three) Research Lines, specified as follows: Institutions, Power, and Sciences; Culture, Power, and Representation; and Heritage, History Teaching, and Historiography. The Master's program provides for 9 (nine) courses, corresponding to 26 (twenty-six) credits, divided among formal courses and seminars, to be completed within 24 (twenty-four) months. The PhD program provides for 11 (eleven) courses, corresponding to 28 (twenty-eight) credits, divided among formal courses and seminars, to be completed within 48 (forty-eight) months.

Paragraph 1. The formal courses and seminars are part of the Program's Major Area and Research Lines.

Paragraph 2. The formal courses are grouped as mandatory, optional, and elective.

Paragraph 3. The specific mandatory course in a given Research Line can be considered optional or elective for the other lines.

Paragraph 4. The elective courses can be completed in academic graduate programs under UNIRIO or other institutions in Brazil, so long as acknowledged by CAPES; or abroad, subject to prior authorization by the Collegiate Body.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Article 19. The curricular structure of the PPGH Master's program (ANNEX 5) and PhD program (ANNEX 6) is organized in 3 (three) Curricular Areas: Theoretical and Conceptual Foundations; Methodology and Research; and Preparation of the Thesis or Dissertation.

Paragraph 1. The Curricular Area on Theoretical and Conceptual Foundations includes the courses on Theory of History; Institutions, Power, and Sciences; Culture, Power, and Representation; Heritage, History Teaching, and Historiography; Special Topics in Institutions, Power, and Sciences; Special Topics in Culture, Power, and Representation; Special Topics in Heritage, History Teaching, and Historiography; and the elective:

- I. The course on Theory of History, worth 4 (four) credits, is mandatory for all students in the Master's program, regardless of the Research Line, and for all students in the PhD program whose Master's was not in History, regardless of the original institution;
- II. The courses on Institutions, Power, and Sciences; Culture, Power, and Representation; and Heritage, History Teaching, and Historiography, worth 4 (four) course credits each, are optional for students in the Master's program in the respective Research Lines;
- III. The Special Topics courses, worth 4 (four) credits each, are optional for students in the Master's and PhD programs in the respective Research Lines;
- IV. Elective courses can be chosen by the student under the adviser's guidance, totaling a minimum of 4 (four) credits for the Master's program and 4 (four) credits for the PhD program.

Paragraph 2. The Curricular Area on Methodology and Research includes the courses entitled Research Seminars, worth 2 (two) credits each, associated with the Program's Research Lines. Students in the Master's program must complete a total of 6 (six) credits in Research Seminars, and students in the PhD program must complete 8 (eight) credits in Research Seminars.

Paragraph 3. The Curricular Area on Preparation of the Thesis or Dissertation consists of the courses entitled Thesis Seminar I and Thesis Seminar II for the Master's program and the courses Dissertation Seminar I, Dissertation Seminar II, Dissertation Seminar III, and Dissertation Seminar IV for the PhD program and are associated with the Program's existing Research Lines. Both the Thesis and Dissertation Seminars include stages involving the preparation and consolidation of the Thesis or Dissertation, and each of the courses in this Curricular Area is worth 2 (two) credits. Students in the Master's program must total 4 (four) credits, and students in the PhD program must total 8 (eight) credits.

Article 20. All students in the Master's and PhD programs must complete a Teaching Internship, as follows:

- I. The Teaching Internship lasts 1 (one) semester in the Master's program and must be completed by the second (second) semester, and 2 (two) semesters in the PhD program, where it must be completed by the 4th (fourth) semester;



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

- II. The Teaching Internship consists of teaching activities at the undergraduate level;
- III. The activities' planning, supervision, and follow-up must be performed by the adviser in partnership with the graduate student;
- IV. At the end of the Teaching Internship, the student must report on the experience, informing the grade received and the comments on the activities performed in the Semester Report to be submitted to the Student and Alumni Follow-Up Committee.

Article 21. Credits may be granted for courses completed within the previous 5 (five) years in other academic graduate programs recommended by CAPES, for up to one-third (one-third) of the total course load/credits.

CHAPTER III ON THE CREDIT SYSTEM

Article 22. Completion of studies is expressed as units of credit and depends on the verification of attendance and evaluation of scholastic performance.

Sole paragraph. A credit is defined as the unit of academic work and corresponds to 15 (fifteen) hours of classroom activities, seminars, theoretical research, or supervised study and 30 (thirty) hours of practical activities.

Article 23. To obtain the Master's degree in History, the student must complete a minimum of 38 (thirty-eight) credits, considering the affiliation with one of the Program's Research Lines, obtained as follows:

Theoretical and Conceptual Foundations = 16 (sixteen) credits;
Methodology and Research = 6 (six) credits;
Preparation of Thesis = 4 (four) credits;
Teaching Internship = 2 (two) credits;
Thesis Qualifying Examination = 5 (five) credits;
Thesis Defense = 5 (five) credits;
Total = 38 (thirty-eight) credits.

Article 24. To obtain the PhD in History, the student must complete a minimum of 62 (sixty-two) credits, considering the affiliation with one of the Program's Research Lines, obtained as follows:

Theoretical and Conceptual Foundations = 12 (twelve) credits;
Methodology and Research = 8 (eight) credits;
Preparation of Dissertation = 8 (eight) credits;
Teaching Internship = 4 (four) credits;
Qualifying Examination for Dissertation = 15 (fifteen) credits;
Defense of Dissertation = 15 (fifteen) credits;
Total = 62 (sixty-two) credits.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Article 25. The Master's program in History lasts a minimum of 12 (twelve) and a maximum of 24 (twenty-four) months.

Paragraph 1. The Master's Thesis Qualifying Examination will be completed within 12 (twelve) months and the Thesis Defense within 24 (twenty-four) months from enrollment in the program.

Paragraph 2. The student may only take the Thesis Qualifying Examination after completing the credits pertaining to the mandatory, optional, and elective courses.

Paragraph 3. The program's duration may be extended for up to 6 (six) months, based on a reasonable request by the adviser, a written opinion by the Planning and Self-Evaluation Committee, and a ruling by the Collegiate Body.

Paragraph 4. In case the student is on scholarship, the above-mentioned extension will result in immediate loss of same.

Article 26. The PhD program in History lasts a minimum of 24 (twenty-four) months and a maximum of 48 (forty-eight) months.

Paragraph 1. The PhD Dissertation Qualifying Examination may be performed in up to 30 (thirty) months and the Dissertation Defense in up to 48 (forty-eight) months from enrollment in the program.

Paragraph 2. The student may only take the Dissertation Qualifying Examination after completing the credits pertaining to the mandatory, optional, and elective courses.

Paragraph 3. The program's duration may be extended for up to 2 (two) periods of 6 (six) months each, based on a reasonable request by the adviser, a written opinion by the Planning and Self-Evaluation Committee, and a ruling by the Collegiate Body.

Paragraph 4. In case the student is on scholarship, the above-mentioned extension will result in immediate loss of same.

CHAPTER IV

ON THE ANNUAL ACADEMIC PLAN AND STRATEGIC PLANNING

Article 27. The Program's Annual Academic Plan, drafted by the Coordinator and ratified by the Collegiate Body, specifies the courses offered each semester and the other academic activities, along with the respective number of credits, course hours, and syllabuses.

Sole paragraph. The Program's Annual Academic Plan will comply with the UNIRIO Calendar by determining the dates in the academic period and other academic events.

Article 28. For Strategic Planning, the Planning and Self-Evaluation Committee prepares the PPGH Strategic Plan together with the Program Coordination at the start of each CAPES Evaluation Period and submits it to the PPGH Collegiate Body for ratification.

Paragraph 1. The Strategic Planning will be linked to the UNIRIO Institutional Development Plan (PDI).

Paragraph 2. For preparation of the Strategic Plan, the Planning and Self-Evaluation Committee will work with the reports produced by all the PPGH Committees.

Paragraph 3. The Planning should include strategies to:

- I. Strengthen the Research Lines;
- II. Distribute the faculty evenly among the Research Lines;
- III. Expand and consolidate the Program's internationalization;
- IV. Expand and enhance the faculty and students' intellectual production;
- V. Contribute to continuing faculty education (post-doctoral training or equivalent);
- VI. Encourage fundraising from research funding agencies and for improvements in the PPGH infrastructure.

Paragraph 4. The Strategic Planning will be posted on the PPGH website at the beginning of each evaluation period.

CHAPTER V ON THE FACULTY

Article 29. The PPGH faculty consists of permanent, collaborating, and/or visiting professors.

Paragraph 1. Permanent professors are defined as UNIRIO professors, MAST researchers, and professors from other institutions that are authorized and approved by the PPGH Collegiate Body and must comprise at least 70% (seventy percent) of the PPGH faculty.

Paragraph 2. Visiting professors are defined as professors or researchers affiliated with other institutions of higher learning or research institutions in Brazil or abroad and who remain at the disposal of UNIRIO or MAST for a given period. Visiting professors are expected to contribute to the development of the Program's academic activities, either under a work contract for a given period with the institution or under a grant for this purpose from the institution itself or from a research funding agency.

Paragraph 3. Collaborating professors are defined as members of the PPGH faculty who, with or without the necessary employment contract with UNIRIO and MAST, participate systematically in the development of research projects or teaching or extension activities and/or advising students.

Article 30. Admission to the PPGH faculty as permanent, collaborating, or visiting professor is decided by the Collegiate Body according to the criteria established by the bylaws of the Faculty Follow-Up Committee, based on an assessment performed by said Committee (ANNEX 2).

Article 31. The period for the professor's accreditation will be established in the bylaws of the Faculty Follow-Up Committee, as will the criteria for reaccreditation.

Article 32. All professors accredited in the PPGH as permanent professors in the Master's and PhD programs are automatic members of the Collegiate Body.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Article 33. The faculty members' rights are to:

- I. Participate in the Collegiate Body as provided in these Bylaws;
- II. Take leave of absence for fellowships and scientific events.

Article 34. The faculty members' duties are to:

- I. Participate in the Program's academic and administrative activities;
- II. Exercise the roles of adviser and co-adviser of Theses or Dissertations, according to the Program's criteria and needs;
- III. Participate in the institutional research activities;
- IV. Present the results of their research activities to the academic community;
- V. Implement and enforce these Bylaws and the UNIRIO Academic Graduate Studies Bylaws;
- VI. Maintain their resumé up-to-date on the Lattes Platform;
- VII. Comply with the bylaws of the Faculty Follow-Up Committee.

TITLE V ON THE SCHOOL SYSTEM

CHAPTER I ON THE STUDENT ADMISSIONS PROCESS

Article 35. Students' admission to the PPGH is conducted via the Admissions Exam, in keeping with the number of places approved by the PPGH Collegiate Body for the Master's and PhD programs.

Sole paragraph. The stages in the admissions process and the documentation required by applicants upon registration are determined by the respective call for admissions.

Article 36. Applicants in the admissions process for the Master's or PhD programs must be students with undergraduate degrees certified by the Brazilian Ministry of Education (MEC), in programs inside Brazil or abroad, according to the prevailing legislations.

Article 37. Applicants in the admissions process for the Master's or PhD programs must submit an application according to the model published with the call for admissions, which must include the documents listed below, in addition to others determined by the PPGH Collegiate Body:

- I. Copy of the undergraduate or Master's diploma or declaration of conclusion of undergraduate or Master's program;
- II. Scholastic record from the undergraduate or Master's program.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Article 38. Applicants' registration for the PPGH Admissions Exam must be ratified by the Admissions Committee, which participates in the entire admissions process.

Sole paragraph. The Admissions Committee should consist of permanent professors such that the committee preferably represents the 3 (three) Research Lines provided in the Program's curricular organization.

Article 39. Admission to the PPGH will occur via approval and classification in the Admissions Exam and after enrollment in the program:

- I. The applicant is considered approved when having obtained a score of 7 (seven) or more in all the qualifying stages of the admissions;
- II. Applicants' classification will follow downward order in the final average of the admissions process;
- III. The Admissions Committee must ratify the results of the classification with the PPGH Collegiate Body before their announcement.

CHAPTER II

ON ENROLLMENT, REGISTRATION, LEAVE OF ABSENCE, AND WITHDRAWAL

Article 40. Students must formally confirm their enrollment through the Registrar's Office and/or the Academic System according to the deadlines determined in the PPGH Academic Calendar.

Paragraph 1. The following documents are mandatory for enrollment: undergraduate diploma; final official undergraduate scholastic record; copy of ID card or passport (the latter in case of non-Brazilians) and taxpayer identification card (CPF), when the latter number is not included on the ID card; copy of voter registration card with proof of participation in the last election [for Brazilians]; copy of Armed Forces reserve ID card [for Brazilians] in the case of male students; and two recent 3x4 cm photographs.

Paragraph 2. For applicants that have been admitted and that obtained their diplomas in a foreign country, the document must be revalidated at the time of enrollment in case of undergraduate diplomas and certified in the case of an academic graduate studies diploma, based on the prevailing legislation.

Paragraph 3. Failure to register in courses or research activities in the respective semester will be interpreted as withdrawal from the Program.

Article 41. After completing course credits and until the Defense of Thesis or Dissertation, affiliation with the Program is maintained via semester-by-semester renewal of enrollment and submission of the respective Semester Activities Report, appended by the faculty adviser's written opinion.

Article 42. Registration is allowed in single non-mandatory courses under the Program.

Paragraph 1. Registration is allowed in single non-mandatory courses under the Program for students regularly enrolled in academic programs from other institutions, within the limits of places in each course, so long as the student is referred officially by the coordinator of their home program.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Paragraph 2. Registration is allowed in single non-mandatory courses under the Program for special students not affiliated with graduate studies: bearers of diplomas of higher learning or students in the last undergraduate semester of UNIRIO, so long as accepted by the professor administering the course and by the Student and Alumni Follow-Up Committee, within the limits of places in each course, allowing the student's registration in only 1 (one) course per semester, up to a maximum of 2 (two) per student.

Paragraph 3. Certification of special students as provided in Paragraph 2 of this article is contingent on compliance with the criteria for attendance and grades under the UNIRIO General Bylaws.

Article 43. Leave of absence from the Program is allowed for a maximum of 1 (one) semester in the Master's program and 2 (two) staggered or consecutive semesters in the PhD program, so long as the deadlines for the program's completion can be met.

Paragraph 1. Students may not take leave of absence during the program's first term.

Paragraph 2. Scholarship students may not request leave of absence.

Paragraph 3. Students on leave of absence may not compete for scholarships.

Article 44. Students will be removed from the program, as ruled by the Collegiate Body, if they:

- I. Fail to enroll in the semester;
- II. Receive more than one failing grade in a course in the Master's program and more than 2 (two) failing grades in the PhD program;
- III. Exceed the deadline set out in these Bylaws for Thesis or Dissertation, without approval by the Collegiate Body;
- IV. Infringe the UNIRIO Bylaws, the UNIRIO General Graduate Studies Bylaws, and/or these PPGH Bylaws.

Sole paragraph. A student's removal must be examined and submitted by the Student and Alumni Follow-Up Committee or by the Program Coordination and confirmed by the Collegiate Body.

CHAPTER III ON ORIENTATION

Article 45. After enrolling, the student must submit, to the Planning and Self-Evaluation Committee, their request for a faculty adviser within the deadline established in the Program's Academic Calendar. The Committee will assess the request according to the Program's criteria (as per Article 5, Paragraph 2, section I, line "a") and will refer it to the Collegiate Body for ratification.

Article 46. All permanent, visiting, or collaborating professors accredited in the PPGH are qualified to advise and co-advise Master's Theses.

Article 47. All permanent or collaborating professors accredited in the PPGH are qualified to advise and co-advise PhD Dissertations according to the Faculty Follow-Up Committee's bylaws.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Article 48. The faculty adviser's responsibilities are to:

- I. Supervise the student's enrollment in appropriate courses for their training;
- II. Monitor and advise the student in the Teaching Internship;
- III. Supervise the student to perform the research tasks and prepare the Thesis or Dissertation within the deadlines determined by the Program;
- IV. Issue the semester's written opinion on the student and refer it to the Student and Alumni Follow-Up Committee.

Article 49. The advisory relationship between the faculty adviser and, when pertinent, between the faculty co-adviser and the student must be confirmed formally via a Term of Commitment, signed by the proponents and undersigned by the Program coordinator.

Article 50. The co-adviser has the responsibility to assist and complement the responsibilities assigned to the adviser.

Sole paragraph. The co-adviser may be chosen from among professors external to the Program, with experience in orienting Theses and Dissertations. The choice must be submitted to the Planning and Self-Evaluation Committee for subsequent ratification by the Collegiate Body.

Article 51. Requests for change of adviser must be submitted for analysis by the Planning and Self-Evaluation Committee, stating the circumstances, for ratification by the Collegiate Body.

Sole paragraph. The request may be submitted by the student, by the adviser, or by both.

Article 52. Requests for change of topic in the Thesis or Dissertation must be justified by both the advisee and the adviser, along with a new research project, submitted to the Program coordinator and subsequently ratified by the Collegiate Body.

Sole paragraph. If the student is on scholarship, the change will result in loss thereof and their exclusion from the waiting list.

CHAPTER IV

ON ATTENDANCE AND ASSESSMENT OF ACADEMIC PERFORMANCE

Article 53. Attendance is mandatory and cannot be less than 75% (seventy-five percent) of the scheduled course hours or activity hours.

Article 54. Assessment of the students' performance in the formal courses and seminars will be expressed by grades from 0 (zero) to 10 (ten), with one decimal point, considering the prevailing UNIRIO standards and procedures pertaining to the calculation of the Semester Average and Grade Point Average.

Sole paragraph. A student will be deemed to have passed the course or seminar with a grade of at least 7 (seven) and at least 75% (seventy-five percent) attendance in the scheduled activities.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Article 55. Credits obtained in courses or activities in other institutions will be calculated *pro rata* as determined by the Collegiate Body.

Article 56. The student may only enroll in the Thesis Seminar or Dissertation Seminar after completing all the credits in the Curricular Areas on Theoretical and Conceptual Foundations and Research Methodology, having performed the Teaching Internship, and having successfully completed the Thesis or Dissertation Qualifying Examination, as provided in Articles 23 and 24 of these Bylaws.

Article 57. The Master's or PhD Qualifying Examination will be conducted by a Qualifying Examination Board proposed by the faculty adviser and approved by the PPGH Collegiate Body, following analysis by the Planning and Self-Evaluation Committee.

Paragraph 1. The Master's Thesis Qualifying Examination Board will be assembled according to the provisions in Article 61, Paragraph 1, section I of these Bylaws.

Paragraph 2. The PhD Dissertation Qualifying Examination Board will be assembled according to the provisions in Article 61, Paragraph 1, section II of these Bylaws.

CHAPTER V ON GRANTING OF SCHOLARSHIPS

Article 58. The distribution of scholarships among the Program's students is conducted regularly by the Student and Alumni Follow-Up Committee, according to the criteria determined by the Collegiate Body and established by the Committee's bylaws.

Article 59. The Student and Alumni Follow-Up Committee will convene in ordinary meetings in the first (first) month of each academic period.

CHAPTER VI ON THE PROGRAM CONCLUSION PAPERS

Article 60. The Thesis is the Program Conclusion Paper for the Master's program and the Dissertation is the Program Conclusion Paper for the PhD program. The Master's Theses and PhD Dissertations must be prepared according to the PPGH Research Lines and Major Area.

Paragraph 1. The PPGH does not allow direct Defense of the Thesis or Dissertation, that is, without the prior Qualifying Examination.

Paragraph 2. When the final works in the Master's or PhD program result in a product with potentially protectable intellectual property, the Defense will be performed in closed quarters according to the guidelines established by the Directorate of Technological, Cultural, and Social Innovation (DIT) of the PROPGPI.

Article 61. The Master's or PhD Qualifying Examination Boards will be assembled with experts approved by the PPGH Collegiate Body and will be designated by the Program Coordination, with the following stages.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Paragraph 1. The Defense of Thesis for the Master's program and Dissertation for the PhD program will be conducted by a board proposed by the faculty adviser (chairperson) and approved by the PPGH Collegiate Body, following analysis by the Planning and Self-Evaluation Committee:

- I. The board for the Defense of the Master's Thesis will consist of the faculty adviser (chairperson) and 2 (two) examiners, at least 1 (one) of whom will be external to the Program and to UNIRIO, as well as their respective alternates;
- II. The board for the Defense of the PhD Dissertation will consist of the faculty adviser (chairperson) and 4 (four) examiners, at least 2 (two) of whom will be external to the Program and to UNIRIO, as well as their respective alternates.

Paragraph 2. The faculty adviser must send the Request to Convene the Board to the Registrar's Office, along with one 1 (one) electronic copy of the Thesis or Dissertation.

Paragraph 3. Within the annual academic calendar provided according to Paragraph 2 of this Article, the Registrar's Office will refer the request and the copy to the Planning and Self-Evaluation Committee, which will analyze and submit it to the Collegiate Body for ratification.

Paragraph 4. The student is responsible for sending the copy of the Thesis or Dissertation in print or digital format to all the full and alternate members of the Thesis or PhD Board.

Paragraph 5. The deadline for sending the copies to the board will be at least 30 (thirty) days before the scheduled date for the Defense.

Article 62. The session of the Defense will be public and preferably in person, with the venue, date, and time published in keeping with the annual academic calendar.

Paragraph 1. If it is impossible to conduct the Defense in person, it may be conducted remotely on an adequate platform for performing the work, and it will follow the rules and procedures of the Directorate of Technological, Cultural, and Social Innovation (DIT).

Paragraph 2. The work performed during the session for Defense of the Thesis or Dissertation will be recorded in minutes that will be drafted and signed by the members of the board, with the decision on the candidate's approval or rejection.

Article 63. Once approved, the student will deliver 1 (one) digital copy of the final version of the Master's Thesis or PhD Dissertation, approved by the Thesis or Dissertation Board and inspected by the adviser, to the PPGH Registrar's Office, together with the *nihil obstat* document from the Library, and will deposit 1 (one) digital version in the UNIRIO institutional repository within a maximum of 60 (sixty) days.

Paragraph 1. Failure to deliver the final version will result in impossibility of requesting the respective diploma.

Paragraph 2. The copies mentioned in this Article's heading must be accompanied by the cataloguing card furnished by the UNIRIO library system and the signatures of the members of the Thesis or Dissertation Board, with the date of approval.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

CHAPTER VII ON AWARDING OF THE DEGREE

Article 64. A student in the PPGH Master's program that has fulfilled all the requirements set out in these Bylaws will be awarded the degree of Master of History. A student in the PPGH PhD program that has fulfilled all the requirements set out in these Bylaws will be awarded the degree of Doctor of History.

Article 65. The diplomas for Master and Doctor of History will be issued by UNIRIO.

Article 66. Exceptionally, based on to the work's excellence and by recommendation of the Master's Qualifying Examination Board, *ad referendum* by the PPGH Collegiate Body, the candidate may be granted the opportunity to proceed directly to the PhD program, according to the following stages:

- I. Based on a formal request by the faculty adviser and the minutes of the Master's Qualifying Examination;
- II. Agreement granted by the PPGH Collegiate Body to assemble a committee of at least 3 (three) professors with PhDs, 1 (one) of whom will necessarily be external to UNIRIO, without allowing participation by the adviser or other members of the Qualifying Examination Board, for validation or rejection of the recommendation by the Qualifying Examination Board;
- III. In this new committee, the candidate will be assessed on the basis of the material presented in the Qualifying Examination, plus a copy of the Lattes resumé and a memorial with the justifications for the requested transition;
- IV. Ratification of the committee's report by the PPGH Collegiate Body;
- V. Acceptance of supervision for the PhD program; and
- VI. Authorization for admission to the PhD program by the PPGH Collegiate Body.

Paragraph 1. The granting of a PhD scholarship is contingent on the existence of a specific quota.

Paragraph 2. The final deadline for completion of the program will consider the date of enrollment in the Master's program as the initial date of the PhD program.

TITLE VI ON THE FINANCIAL RESOURCES

Article 67. The necessary financial resources for functioning of the PPGH come from the UNIRIO budget and funding from regional, national, and international research funding agencies.

Sole paragraph. The financial resources may come from, and be earmarked for, activities and/or projects developed in partnership with MAST and other Brazilian or foreign research and teaching institutions, by approval of the Collegiate Body.

TITLE VII ON THE COLLABORATIVE ASSOCIATION BETWEEN UNIRIO AND MAST IN THE PPGH



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Article 68. The collaborative association between UNIRIO and MAST in the PPGH will be evaluated periodically, based on the following criteria:

- I. Accreditation as permanent professors of at least the same number of MAST researchers as at the beginning of the association (five). In case a permanent professor leaves the program, MAST will have 1 (one) year to replace them and restore the initial number;
- II. Scientific production and supervision of Theses and Dissertations by MAST professors will preferably be in the field of History of Science.

Sole paragraph. Dissolution of the association must be ratified by the Collegiate Body by a two-thirds (two-thirds) majority.

TITLE VIII
ON THE FINAL PROVISIONS

Article 69. These Bylaws may only be modified in one of the following cases:

- I. In compliance with decisions by the respective bodies of the Federal Administration or UNIRIO;
- II. At the initiative of the program coordinator and ratification by a two-thirds (two-thirds) majority vote of the Collegiate Body;
- III. By proposal, signed by one-third (one-third) of the program's members and ratification by a 2/3 (two-thirds) majority of the Collegiate Body members.

Article 70. These Bylaws will enter into force following approval by the UNIRIO Graduate Studies Chambers, with the date of publication in the University Bulletin.

Article 71. Cases not covered herein, or exceptional cases, will be decided by the PPGH Collegiate Body.

TTDD:220



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

ANNEX 1

BYLAWS OF THE PLANNING AND SELF-EVALUATION COMMITTEE

Bylaws approved in the meeting of the PPGH Collegiate Body on May 21, 2021

TITLE I

ON THE PLANNING AND SELF-EVALUATION COMMITTEE

Article 1. The Planning and Self-Evaluation Committee is an auxiliary management body of the Graduate Program in History (PPGH) and has the following objectives:

- I. Assist the Coordination in the preparation of the PPGH Strategic Planning and submit it to the Collegiate Body for ratification;
- II. Approve the constitution of the Thesis and Dissertation Qualifying Examination and Defense Boards;
- III. Issue opinions on requests for extension of deadlines for the Qualifying Examination and Defense of Theses and Dissertations and refer them to the Collegiate Body for ratification;
- IV. Assist the Coordination in academic self-evaluation and administrative matters.

Article 2. The Planning and Self-Evaluation Committee consists of 3 (three) faculty members with a term of 2 (two) years, allowing 1 (one) renewal.

Paragraph 1. The Committee will elect one of its members as the chairperson.

Paragraph 2. In the meetings to discuss Strategic Planning and Evaluation, the Committee will include full participation by the PPGH, Master's, and PhD coordinators.

Article 3. At the end of each evaluation period, the Committee will draft the Strategic Planning Evaluation Report, highlighting its strengths and weaknesses to orient the Strategic Planning in the subsequent evaluation period.

Sole paragraph. The Strategic Planning Evaluation Report will be referred to the PPGH Collegiate Body for ratification.

TITLE II

ON THE QUALIFYING EXAMINATION AND DEFENSE BOARDS FOR THESES
AND DISSERTATIONS AND REQUESTS FOR EXTENSION

Article 4. For the establishment of the Thesis and Dissertation Qualifying Examination and Defenses Boards and requests for extension, it is up to the Committee to:

- I. Organize 2 (two) annual windows for Qualifying Examinations and Defenses of Theses and Dissertations and requests for extension in the months of March-April and August-September;
- II. For the Qualifying Examinations and Defenses in the March-April window:



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

- a) In January and February: receive the requests for assembling the boards;
- b) In the last week of February: approve them or request modifications;
- c) Publish the calendar for Qualifying Examinations and Defenses on the PPGH

website;

III. For the Qualifying Examinations and Defenses in August-September:

- a) In June and July: receive the requests for assembling the boards;
- b) In the last week of July: approve them or request modifications;
- c) Publish the calendar for Qualifying Examinations and Defenses on the PPGH website;

IV. Requests outside the 2 (two) annual windows must be submitted with the adviser's opinion stating the circumstances and with an affirmative report from the Student and Alumni Follow-Up Committee.

Article 5. Requests for extension will be presented by the advisers on a specific form (available on the PPGH website) in the calendar windows established in these Bylaws, along with the adviser's opinion stating the circumstances, and when necessary, the probatory documents.

TITLE III

ON ACADEMIC SELF-EVALUATION AND ADMINISTRATIVE MATTERS

Article 6. Self-evaluation in the PPGH is a dynamic process that involves participation by internal stakeholders: professors, students, school technical and administrative staff, and alumni.

Sole paragraph. The parameters for Self-Evaluation follow the orientation of the Coordination for Improvement of Higher Education Personnel (CAPES), the Bylaws on Institutional Self-Evaluation of Academic Graduate Studies Programs of Universidade Federal do Estado do Rio de Janeiro (UNIRIO), and the provisions of the current Bylaws.

Article 7. As for Academic Self-Evaluation and Administrative Processes, it is up to the Committee to:

- I. Prepare questionnaires to be submitted to the faculty, student body, and technical and administrative staff;
- II. The questionnaires should deal with at least the following academic issues:
 - a) Functioning of the Research Lines;
 - b) Quality of the courses and supervisions;
 - c) Impact of the intellectual production on society, based on the prevailing DAV/CAPES evaluation form for the Area of Evaluation of History;
 - d) Adequacy of the Theses and Dissertations for the PPGH Major Area and Research Lines;
 - e) Innovative nature of the intellectual production by faculty and students;
 - f) The local, regional, national, and international position of PPGH;
- IV. The questionnaires should deal with at least the following administrative issues:
 - a) Access to the Registrar's Office, Coordination, and Library;



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO
Center for Human and Social Sciences – CCH
Graduate Program in History – PPGH

- b) Agility in response to demands;
- c) Cordiality in personal interaction;

IV. Processing of the data from the questionnaire will result in a report that to be submitted to the Coordination and to the PPGH Collegiate Body.

Paragraph 1. The Report will include the following data: number of Master's Qualifying Examinations and Defenses divided by the number of Master's students that requested extensions; number of PhD Qualifying Examinations and Defenses divided by the number of PhD students that requested extensions; number of leaves of absence; faculty production; and student production.

Paragraph 2. The Self-Evaluation Report will serve as backing for preparation of the Strategic Planning for the subsequent evaluation period.

Article 8. The Planning and Self-Evaluation Committee will inform to the Program Coordination the names of external Brazilian or foreign individuals to participate in the Self-Evaluation process.

Article 9. For permanent improvement of the evaluation instruments, the Committee will perform a continuous process of meta-evaluation of the self-evaluation process and will suggest alterations in the evaluation process.

Article 10. The results of the Self-Evaluation will be posted on the PPGH website.

Article 11. Cases not covered herein, or exceptional cases, will be decided by the PPGH Collegiate Body.

TTDD: 220



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

ANNEX 2

BYLAWS OF THE FACULTY FOLLOW-UP COMMITTEE

Bylaws approved in the meeting of the PPGH Collegiate Body on May 7, 2021

ON THE FACULTY FOLLOW-UP COMMITTEE

Article 1. The Faculty Follow-Up Committee is the auxiliary management body of the Graduate Program in History (PPGH), executing the faculty follow-up policies approved by the Collegiate Body based on the orientation of Universidade Federal do Estado do Rio de Janeiro (UNIRIO) and the Coordination for Improvement of Higher Education Personnel (CAPES).

Article 2. The Faculty Follow-Up Committee will consist of 3 (three) permanent professors of the Program, with a term of 2 (two) years, allowing renewal:

- I. The Committee chairperson will be chosen by their peers;
- II. When dealing with faculty accreditation and reaccreditation, the Committee will include 1 (one) additional member, external to UNIRIO.

Article 3. It is up to the Faculty Follow-Up Committee to refer issues to the Collegiate Body pertaining to the management of faculty matters, with the following responsibilities:

- I. Analyze requests for accreditation of new professors according to the criteria established in these Bylaws and refer the report for decision by the Collegiate Body;
- II. Apply the criteria for reaccreditation of professors in the Program according to these Bylaws and refer the report for decision by the Collegiate Body;
- III. Issue reports on the performance of professors in the Program, midway in the evaluation period, based on the criteria in these Bylaws, and collaborate to establish strategies to assist professors in meeting the performance criteria by the end of the evaluation period;
- IV. At the end of the evaluation period, refer the reports to the Collegiate Body on the individual performance of professors, based on the criteria in these Bylaws, to deliberate on the reaccreditation or disqualification.

Sole paragraph. The Committee will convene in 2 (two) ordinary meetings: (a) within 2 (two) months after delivery of the Interim Report to CAPES; b) within 2 (two) months after delivery of the Final Report on the evaluation period to CAPES.

Article 4. The activities of all the permanent professors in the PPGH are defined as the teaching, research, and administrative activities, specified as follows:

- I. Maintain their resumé up-to-date in the Lattes Platform and in the UNIRIO information systems;
- II. Teach at least 1 (one) course in the PPGH in each evaluation period, delivering the respective grades to the Registrar's Office by the deadlines established in the academic calendar;
- III. Conclusion – or scheduled conclusion – in the program by at least 1 (one) advisee;



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

IV. Submit a report to the Registrar's Office each semester on the performance of the student advisee, with the respective evaluation;

V. Report immediately to the Student and Alumni Follow-Up Committee on any unusual events in the supervision process;

VI. Participate as a permanent member and alternate in at least 1 (one) student admissions board in each four-year period;

VII. Participate in at least 1 (one) auxiliary body and/or committee or representation of the PPGH over the course of the evaluation period:

VIII. Maintain active individual or collective research projects (s);

IX.

Prove the publication of at least 4 (four) products including: articles, organization of anthologies and book chapters, of which 2 (two) necessarily qualified at high levels in the Qualis Periodicals system or the prevailing CAPES Book Classification System or 3 (three) products, 1 (one) of which as a book's author.

Article 5. The permanent professors in leadership positions at UNIRIO (coordinator of the PPGH, director of the School of History, coordinator of Distance Learning, and positions in the Higher Administration) should prove the publication of at least 2 (two) products, 1 (one) of which necessarily with high-level qualification, or alternatively, as a book's author.

Paragraph 1. The rule in this Article's heading applies to professors in director's positions in MAST.

Paragraph 2. Permanent professors in leadership positions in the PPGH and directors in MAST are exempted from participating in admissions processes during their terms of office.

Article 6. The Committee is responsible for referring a proposal to the Collegiate Body for disqualification or accreditation of PPGH professors, based on the criteria in these Bylaws.

Paragraph 1. Failure to perform the activities specified in Article 4 will result in recommendation by the PPGH Collegiate Body for disqualification of the permanent professor.

Paragraph 2. The professor's disqualification will result in the loss of all the supervisions under way and transfer of the respective student advisees to new advisers.

Article 7. Accreditation of new professors in the Program will be assessed according to the following criteria:

I. Submit an individual research project to the PPGH;

II. Prove the publication of at least 4 (four) products, including: articles, organization of anthologies and book chapters, 2 (two) of which necessarily highly qualified in Qualis Periodicals or in the prevailing CAPES Book Classification System, or alternatively, 3 (three) products, 1 (one) of which as a book's author;

III. Having concluded 2 (two) supervisions in Scientific Initiation or Course Conclusion Work at the Undergraduate or Specialization level, or alternatively, 1 (one) Thesis or Dissertation.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Sole paragraph. Accredited PhD advisers will be professors accredited in the PPGH who have concluded 1 (one) Master's supervision or that hold productivity scholarships from the National Council for Scientific and Technological Development (CNPq).

Article 8. Cases not covered herein, or exceptional cases, will be decided by the PPGH Collegiate Body.

TTDD: 220



ANNEX 3

BYLAWS OF THE STUDENT AND ALUMNI FOLLOW-UP COMMITTEE
(MASTER’S AND PHD)

Bylaws approved in the meeting of the PPGH Collegiate Body on May 21,
2021

TITLE I
ON THE STUDENT AND ALUMNI FOLLOW-UP COMMITTEE

Article 1. The Student and Alumni Follow-Up Committee is an auxiliary management body of the Graduate Program in History (PPGH), executing the policies on student and alumni follow-up approved by the Collegiate Body, based on orientation from the Universidade Federal do Estado do Rio de Janeiro (UNIRIO) and the Coordination for Improvement of Higher Education Personnel (CAPES).

Sole paragraph. The Committee’s actions aim to provide a better view of the overall academic training process offered by the PPGH.

Article 2. The Program will have 2 (two) Student and Alumni Follow-Up subcommittees, one for the Master’s program and the other for the PhD program, both consisting of the respective coordinator, 1 (one) professor, and 1 (one) student from each program, with a term of 2 (two) years, with the possibility of 1 (one) renewal, having the following responsibilities:

I. For Student Follow-Up:

- a) Assess and issue a written opinion on the Student’s Semester Report;
- b) Rule on the completion of credits;
- c) Propose the distribution of scholarships to students according to the criteria established in the bylaws on Granting, Renewal, and Cancellation of Scholarships (ANNEX 4) and in the PPGH Bylaws;
- e) Assess the fulfillment of criteria for granting and maintaining scholarships for students in the Program and rule on potential appeals;
- f) Know data on enrollment in courses, evaluations, semester reports, scholarships, and others pertaining to students, to accompany their careers throughout the program;

II. For Alumni Follow-Up:

- a) Propose instruments for follow-up, analysis, and publication of the alumni’s academic and professional careers;
- b) Collect and systematize the alumni follow-up data;
- c) Refer the results of the alumni follow-up process to the Planning and Self-Evaluation Committee and to the PPGH Coordination.

Article 3. To accompany the alumni’s careers, the Student and Alumni Follow-Up Committee will prepare the Alumni Follow-Up Form.

Article 4. Based on the Student and Alumni Database, the Student and Alumni Follow-Up Committee will analyze the information and produce reports to be referred to the Planning and Self-Evaluation Committee at the end of the period, to ensure a constant evaluation process, corrections, and management policies in the PPGH.



TITLE II ON STUDENT FOLLOW-UP

Article 5. Student Follow-Up is a continuous process but will be formally implemented each semester, based on the Report presented by the student advisee and appended by the adviser's written opinion, necessarily including validation of the information furnished by the advisee.

Paragraph 1. The Committee will have at its disposal a spreadsheet with the following information: student's name; date of enrollment; adviser's name; receipt/renewal of scholarship; date of Qualifying Examination; data on requests for extension; date of Defense; renewal of enrollment; leave of absence; and completion and delivery of reports.

Paragraph 2. The student's Report and adviser's written opinion will follow the model proposed by the Student and Alumni Follow-Up Committee and ratified by the Collegiate Body, which will necessarily contain:

I. In the student's Report:

- a) The stage of completion of the course timetable in the Curricular Areas;
- b) Research activities and treatment of sources during the semester, with a view towards preparation of the Thesis or Dissertation;
- c) Planning of activities for the following semester;
- d) Academic production by the student during the period (participation in events and/or publications);
- e) Specification (with exact date) of the Qualifying Examination and/or final Defense, or scheduled month for the Qualifying Examination and/or Defense to occur;
- f) Specification of the date of last update to the resumé in the Lattes Platform;
- g) The ANNEX with the current Academic Record (referring to at least the month prior to the deadline for submitting the Report);

II. In the adviser's written opinion:

- a) Confirmation of the veracity of the information in the Report;
- b) Specification of the deadline for the Qualifying Examination and/or Defense, with a justification in case of non-compliance with same;
- c) Specification of any unusual events in the supervision process.

Article 6. The student's Report, containing the adviser's written opinion, will be sent each semester by the adviser to the Registrar's Office, within the deadline stipulated in the annual academic calendar. The Master's students' Reports should be sent to the e-mail ppgh.mestrado@unirio.br and the PhD students' Reports should be sent to the e-mail ppgh.doutorado@unirio.br.

Article 7. Student Follow-Up will include the following:

- I. Compliance with the Curricular Areas and with the deadlines for the Thesis or Dissertation Qualifying Examination and Defense;
- II. Planning of activities for the following semester;



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO –UNIRIO
Center for Human and Social Sciences – CCH
Graduate Program in History – PPGH

- III. The deadlines for the Qualifying Examination and Defense will take the following into account:
- a) In the Master's program: by the end of the second (second) period, the material for the Qualifying Examination: project redrafted, writing plan and chapters; by the end of the 4th (fourth) period, Thesis concluded;
 - b) In the PhD program: by the end of the fourth (fourth) period, material for the Qualifying Examination: project redrafted, writing plan and chapters; by the end of the 8th (eighth) period, Dissertation concluded;
- IV. Résumé updated in the Lattes Platform to at least the month prior to delivery of the student's Report.

Article 8. The student's Report will be assessed as "satisfactory" or "unsatisfactory."

Paragraph 1. An "unsatisfactory" Master's or PhD student's Report will be defined as one that fails to prove full compliance with the current Bylaws and in which there is a discrepancy between the student's Report and the adviser's written opinion.

Paragraph 2. When pertinent, the Committee will recommend requests for postponement/extension of the deadline for the Qualifying Examination or Defense.

Paragraph 3. The evaluation of the Reports and the decisions recommended by the Student and Alumni Follow-Up Committee will be recorded in the minutes, which will be posted on the PPGH website.

Article 9. Students with Reports that are deemed "unsatisfactory" will have their scholarship cancelled or will be excluded from the scholarship waiting list.

TITLE III
ON ALUMNI FOLLOW-UP

Article 10. The alumni are all students that have received their degrees in the PPGH Master's or PhD programs.

Article 11. The Alumni Follow-Up lines are as follows:

- I. Continuation of their academic studies;
- II. Participation in the professional labor market.

Article 12. The following are the responsibilities of the Student and Alumni Follow-Up Committee, supported by the PPGH Registrar's Office and with the collaboration of all the former advisers:

- I. Verify whether the PPGH alumnus has enrolled in other program(s), specifying the program's level, area of knowledge, and whether it was concluded;
- II. Verify whether the alumnus is employed professionally in teaching and research areas related to the PPGH, specifying the field, institution, and period;
- III. Verify participation in other professional activities related to the field of training.

Article 13. The Alumni Follow-Up Form should contain at least the following items:

- I. Level of overall satisfaction with the program, with explanation;
- II. Level of satisfaction with the courses taken in the Program, with explanation;



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO –UNIRIO
Center for Human and Social Sciences – CCH
Graduate Program in History – PPGH

- III. Evaluation of the course curriculum, with explanation;
- IV. Evaluation of the adviser's role in the training, with explanation;
- V. Evaluation of the work by the PPGH Registrar's Office, with explanation;
- VI. Whether the alumnus is still involved in academic research activities;

In the case of Master's alumni, whether they are currently enrolled in
VII. a PhD program, mentioning the area and institution;

Whether the graduate program had a positive impact on their professional career,
VIII. and if so, describe the impact;

Information on current professional activity, and in the affirmative, the
IX. role and institution.

Article 14. Alumni will be invited to complete the Alumni Follow-Up Form at the end of the evaluation period.

Paragraph 1. Alumni will be followed systematically until the end of the evaluation period following receipt of their degree.

Paragraph 2. PPGH will maintain a current list of alumni e-mails.

Article 15. The PPGH may publish data on alumni careers, respecting the legal limits or authorizations required for this purpose.

Article 16. Cases not covered herein, or exceptional cases, will be decided by the PPGH Collegiate Body.

TTDD: 220



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

ANNEX 4

BYLAWS ON GRANTING, RENEWAL, AND CANCELLATION OF SCHOLARSHIPS

Bylaws approved in the meeting of the PPGH Collegiate Body on May 21, 2021

ON GRANTING, RENEWAL, AND CANCELLATION OF SCHOLARSHIPS

Article 1. The granting, renewal, and cancellation of scholarships for Master's and PhD students are performed regularly by the Student and Alumni Follow-Up Committee.

Sole paragraph. The Committee's decisions are subject to appeals to the PPGH Collegiate Body, filed within 48 (forty-eight) hours after they are announced. Appeals in the Master's program will be submitted through the e-mail ppgh.mestrado@unirio.br and appeals in the PhD program will be submitted through the e-mail ppgh.doutorado@unirio.br.

Article 2. The Student and Alumni Follow-Up Committee will have 2 (two) subcommittees, one for the Master's program and the other for the PhD program, each consisting of the respective coordinator, 1 (one) professor and 1 (one) scholarship student from each program, with a term of 2 (two) years, with the possibility of 1 (one) renewal.

Article 3. Incoming and regularly enrolled students may apply for scholarships if they meet the following conditions:

I. In the Master's program:

- a) Having submitted the material required for the Qualifying Examination together with the second (second) Semester Report;
- b) Currently enrolled in up to the third (third) semester;
- c) Having obtained a satisfactory evaluation on the previous report;
- d) Not having failed any course in the curriculum or the Qualification Examination;
- e) Meets the requirements of the respective funding agency for receiving the scholarship with regard to employment status;
- f) Not having had a scholarship cancelled for any reason for failure to comply with the PPGH criteria;

II. In the PhD program:

- a) Currently enrolled in up to the fifth (fifth) semester;
- b) Having submitted the material required for the Qualifying Examination together with the fourth (fourth) Semester Report;
- c) Having obtained a satisfactory evaluation on the previous report;
- d) Not having failed any course in the curriculum or the Qualification Examination;
- e) Meets the requirements of the respective funding agency for receiving the scholarship with regard to employment status;
- f) Not having had a scholarship cancelled for any reason for failure to comply with the PPGH criteria.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Article 4. Regularly enrolled students may request renewal of their scholarships, with the following conditions:

- I. Having received a “satisfactory” evaluation on the previous report;
- II. Not having failed any course in the curriculum or the Qualification Examination;
- III. Meets the requirements of the respective funding agency for receiving the scholarship with regard to employment status.

Article 5. To compete for or renew a scholarship, the student must complete the specific form available on the PPGH website within the deadline established in the annual academic calendar.

Article 6. At the beginning of each school semester, the Student and Alumni Follow-Up Committee will post the list of students that have obtained or renewed scholarships, as well as the list of scholarship applicants in order of classification, according to the admissions process classification and the following formula:

- I. In the Master’s program: the first (first) available scholarship place will go to the incoming student with the highest classification in the recently concluded admissions process, and the 2nd (second) available scholarship place will go to the student with the highest classification in the immediately previous admissions process, and so on, always alternating;
- II. In the PhD program: the first 2 (two) available scholarships places will go to the 2 (two) incoming students with the highest classification in the recently concluded admissions process, the 3rd (third) will go to the student with the highest classification in the immediately previous admissions process, the 4th (fourth) to the student with the third highest classification in the recently concluded admissions process, the 5th (fifth) to the student with the second highest classification in the immediately prior admissions process, and so on, always alternating.

Article 7. All students must turn in their Student Report to their adviser each semester, based on the model proposed by the Student and Alumni Follow-Up Committee and ratified by the Collegiate Body, and which must contain:

- I. The stage of completion of the course timetable in the Curricular Areas;
- II. The research activities and treatment of sources performed in the semester, with a view towards preparation of the Thesis or Dissertation;
- III. Planning of activities for the following semester;
- IV. The student’s scientific production during the period (participation in events and/or publications);
- V. Precise specification of the Qualifying Examination and the deadline for the Qualifying Examination and/or Defense.

Article 8. The Student Report to the adviser will be appended with the latter’s written opinion, attesting to the veracity of the information in the student’s report, indicating the deadline for the Qualifying Examination and/or Defense, with justification in case of non-compliance when pertinent, and identifying unusual events in the orientation process.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Article 9. The Student Report containing the adviser's written opinion will be sent by the latter by e-mail to the Registrar's Office within the deadline established in the annual academic calendar. The Master's reports will be sent through the e-mail ppgh.mestrado@unirio.br and the PhD reports through the e-mail ppgh.PhD@unirio.br.

Article 10. The Student and Alumni Follow-Up Committee will observe the following items in the Student Report:

- I. Compliance with the Curricular Areas and observance of the deadlines for the Qualifying Examination and Defense of the Thesis or Dissertation;
- II. Planning of activities for the following semester;
- III. The deadlines for the Qualifying Examination and Defense will consider the following:
 - a) In the Master's program: by the end of the second (second) period, material ready for the Qualifying Examination: project redrafted, writing plan and chapters; by the end of the 4th (fourth) period, Thesis concluded;
 - b) In the PhD program: by the end of the fourth (fourth) period, material ready for the Qualifying Examination: project redraft, writing plan and chapters; by the end of the 8th (eighth) period, Dissertation;
 - c) Resumé updated in the Lattes Platform, up to at least the month immediately prior to the Student Report.

Article 11. The Student Report will be assessed as “satisfactory” or “unsatisfactory.”

Paragraph 1. An “unsatisfactory” Master's or PhD student's Report will be defined as one that fails to prove full compliance with Article 10 of these Bylaws and in which there is a discrepancy between the student's Report and the adviser's written opinion.

Paragraph 2. The Committee may also make additional recommendations such as suggesting requests for postponement/extension of the deadline for the Qualifying Examination or Defense.

Paragraph 3. The evaluation of the Reports and the decisions recommended by the Student and Alumni Follow-Up Committee will be recorded in the minutes, which will be posted on the PPGH website.

Article 12. Students with Reports that are deemed “unsatisfactory” will have their scholarship cancelled or will be excluded from the scholarship waiting list.

Article 13. Cases not covered herein, or exceptional cases, will be decided by the PPGH Collegiate Body.



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

ANNEX 5 - CURRICULAR STRUCTURE OF THE PPGH ACADEMIC MASTER'S PROGRAM

Curricular Structure of the ACADEMIC MASTER'S PROGRAM				
Course / Seminar	Course Hours	Number of Credits	Mandatory/Elective/Optional	Theoretical or Practical
Theory of History	60	4	Mandatory	Theoretical
Mandatory, Research Line	60	4	Mandatory	Theoretical
Special Topics	60	4	Mandatory	Theoretical
Elective	60	4	Elective	Theoretical
Research Seminar I	30	2	Mandatory	Theoretical
Research Seminar II	30	2	Mandatory	Theoretical
Thesis Seminar I	30	2	Mandatory	Theoretical
Thesis Seminar II	30	2	Mandatory	Theoretical
Thesis Seminar III	30	2	Mandatory	Theoretical
Subtotal 1	390	26	-	-
Teaching Internship	30	2	Mandatory	Theoretical
Qualifying Examination	75	5	Mandatory	Theoretical
Defense of Thesis	75	5	Mandatory	Theoretical
Subtotal 2	180	12	-	-
Total (1 + 2)	570	38	-	-



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Course load and credits in mandator courses: 510 hours and 34 credits

Minimum required course load and credits in elective courses: 60 hours and 4 credits

Total credits for completion of program: 570 hours and 38 credits



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

ANNEX 6 – CURRICULAR STRUCTURE OF THE PPGH PhD PROGRAM

		Curricular Structure of the PhD Program		
Course	Course Hours	Number of Credits	Mandatory/Elective/Optional	Theoretical or Practical
Theory of History	60	4	Mandatory	Theoretical
Special Topics	60	4	Mandatory	Theoretical
Elective	60	4	Elective	Theoretical
Research Seminar I	30	2	Mandatory	Theoretical
Research Seminar II	30	2	Mandatory	Theoretical
Research Seminar III	30	2	Mandatory	Theoretical
Research Seminar IV	30	2	Mandatory	Theoretical
Dissertation Seminar I	30	2	Mandatory	Theoretical
Dissertation Seminar II	30	2	Mandatory	Theoretical
Dissertation Seminar III	30	2	Mandatory	Theoretical
Dissertation Seminar IV	30	2	Mandatory	Theoretical
Subtotal 1	420	28	-	
Teaching Internship	60	4	Mandatory	Theoretical
Qualifying Examination	225	15	Mandatory	Theoretical



UNIVERSIDADE FEDERAL DO ESTADO DO RIO DE JANEIRO – UNIRIO

Center for Human and Social Sciences – CCH

Graduate Program in History – PPGH

Defense of Dissertation	225	15	Mandatory	Theoretical
Subtotal 2	510	34	-	-
Total (1 + 2)	930	62	-	-
1. Course load and credits in mandatory courses: 58 credits and 870 hours 2. Minimum required course load and credits in elective disciplines: 4 credits and 60 hours 3. Total credits for completion of program: 62 credits and 930 hours				